



TFI Walk-through Tip Sheet

Scheduling the TFI Walkthrough Tool

Schedule the TFI walk-through with the building principal and/or PBIS team prior to arriving at the school.

Plan on spending about 45 – 60 minutes at the school.

- ✓ For elementary schools, scheduling during lunch/recess times is best to be able to access students/staff without interrupting instructional time
- ✓ For secondary schools, knowing the bell/passing period schedule is helpful to be able to access students/staff without interrupting instructional time

Scheduling a meeting with the administrator is not required, but can be helpful to answer any questions they may have about the process and/or get some valuable information from them about their site's implementation efforts.

Before you arrive at the school

- ✓ Make sure you have all your materials (walk-through tool, pen/pencil, clipboard)
- ✓ Fill out the form ahead of time with any information you already have (e.g., school/district name, data collector, etc.)

When you first arrive at the school

Check in at the office to let them know you are there (and to get a visitor pass, if needed). Ask if there is anything that they would like you to keep in mind while completing the Walk-through (e.g., start with a particular grade level).

Remind them that you will not interrupt instruction while there. I often ask for a recess/lunch schedule.

Ask about key School information:

- ✓ SW Expectations
- ✓ Name/Acronym of SW Expectations (how do they refer to these)
- ✓ Name of acknowledgement system

Ask if you can have a handful of acknowledgement tickets to hand out to students who participate in your survey.

If conducting an administrator interview, try to complete the administrator interview first (or early). At the end of the interview ask if there is anything else they want to share or would like to highlight about

PBIS at their school.

During the TFI Walk-through

Be respectful of instruction and noise level while visiting the school.

- ✓ Accessing staff and students in non-classroom settings is always best (e.g., hallways, cafeteria, playground, staff lounge)

Ask permission before interviewing staff or students

- ✓ Especially in non-classroom settings, where many staff members may not know who you are or why you are talking with students.
- ✓ Let staff and students know what you are doing and why you are asking them questions
“I’m doing a survey on your school’s PBIS efforts, do you mind if I ask you a few quick questions that will take less than 30 seconds?”

Try to get a good cross-representation of staff and students.

- ✓ Mixed grade levels, ages, abilities of students
- ✓ Classified, certified, and support staff (e.g. substitutes)

Acknowledge students and staff with acknowledgement ticket for participating and connect to school-wide expectations (e.g., “Thanks for being respectful when answering my questions!”)

Before you leave the school

Check-out with the office and let them know you are finished. Thank them for allowing us to come and visit.

Ask if they have any questions. Let them know that this information will be added to their on-line TFI Survey and that they will receive a summary from their coach and/or PBIS Implementation Team.

You can let them know if you saw something that you liked or thought was a great idea.

Debrief

Submit Walk-through tool and any other notes to district coach or PBIS Implementation team for including in the site’s TFI completion.

THANK YOU!